

# **4 FAH-3 H-800 MISCELLANEOUS FINANCIAL ISSUES**

## **4 FAH-3 H-810 MARINE SECURITY GUARD PAYMENTS**

### **4 FAH-3 H-811 GENERAL POLICY**

#### **4 FAH-3 H-811.1 Applicability**

*(TL:FMP-5; 6-30-95)*

The regulations and procedures prescribed herein are applicable only for payments to Marine Corps personnel assigned to Department of State Foreign Service posts as Marine security guards, regional Marine officers, and detachment commanders in charge of security guards. (See 4 FAH-3 H-811 Exhibit 811.1.)

#### **4 FAH-3 H-811.2 Disbursing Responsibility**

##### **4 FAH-3 H-811.2-1 Department of State**

*(TL:FMP-5; 6-30-95)*

a. Payments to Marine security guards for allowances, medical and international conference travel and transportation expenses, language training, and certain miscellaneous expenses incurred on their behalf which are chargeable to Department of State funds are made by USDOs at fiscal-servicing posts or by cashiers at fiscal serviced posts, if so authorized.

b. The USDO may make payments to Marine security guards which are chargeable to:

(1) Navy funds for assignment travel, transportation expenses and other authorized expenses; and

(2) Marine Corps funds for the following other entitlements:

(a) Liquidation of temporary additional duty;

(b) Dislocation allowances;

(c) Local tuition for education of dependent children;

(d) As specifically provided; or

(e) Other authorized expenses.

c. The USDO at the post which provides budget and fiscal services will maintain separate accounts for the Department of the Navy and the Marine Corps. Other agency accounts should be maintained in accordance with procedures in 4 FAM 030 .

#### **4 FAH-3 H-811.2-2 Department of Defense**

*(TL:FMP-5; 6-30-95)*

The following items are chargeable to Department of Defense funds and should be directed to the Defense Finance and Accounting Service, Kansas City Center, Kansas City, Missouri:

- (1) Pay, allowances, travel per diem expenses, and travel costs for commissioned officers and their dependents;
- (2) All enlisted Marines' basic pay, foreign shore pay, separation or combat pay, when authorized, and uniform maintenance;
- (3) Basic subsistence and cost-of-living allowances of noncommissioned officers, staff sergeant or above, who are accompanied by their dependents to the post; and
- (4) Cost of schooling for dependent minor children of Marine Corps personnel.

#### **4 FAH-3 H-811.3 Governing Regulations**

*(TL:FMP-5; 6-30-95)*

a. Payment of expenses chargeable to Department funds are subject to the provisions of 4 FAM , Joint Federal travel Regulations (JFTR), or specific instructions of the Department.

b. Payment of expenses chargeable to the Marine Corps and the Department of the Navy are subject to the JFTR, the Department of Defense Military Pay and Allowances Entitlements Manual (DODPM) and/or the Navy and Marine Corps Military Pay Procedures Manual and the Navy Comptroller Manual. Such references should be obtained from the Department of Defense.

## **4 FAH-3 H-811.4 Authority**

*(TL:FMP-5; 6-30-95)*

a. These regulations are prescribed under authority of 10 U.S.C. 5983, and are based on the Memorandum of Agreement of November 25, 1991, between the Department of State and the U.S. Marine Corps. The Department of State provides administrative and operational policy guidelines for the use of Marine Corps personnel in the Foreign Service. (See 12 FAM 431 Exhibit 431 B .)

b. The text of the current Memorandum of Agreement is in. 12 FAM 431 Exhibit 431 B Guidelines concerning the scope and operation of the Marine security guard program are contained in 12 FAM 430 .

## **4 FAH-3 H-811.5 Changes in Payments, Policy and Procedures**

### **4 FAH-3 H-811.5-1 Routine Changes**

*(TL:FMP-5; 6-30-95)*

The Marine Corps or Department of the Navy, via the detachment commander, will communicate with Foreign Service posts regarding routine changes in pay and dependency which affect allowances funded with military appropriations.

### **4 FAH-3 H-811.5-2 Policy and Procedures**

*(TL:FMP-5; 6-30-95)*

a. Changes in basic policy or procedures are cleared through the Department and set forth in 12 FAM .

b. The Marine Security Guard Branch in the Bureau of Diplomatic Security manages and directs the Marine Security Guard program for the Department and coordinates matters concerning policy and procedures between the Department and the Marine Corps (12 FAM 430 ).

## **4 FAH-3 H-811.6 Frequency of Payments**

*(TL:FMP-5; 6-30-95)*

Payments to Marine security guards for allowances are normally made semimonthly, but may be effected monthly if agreeable to the personnel concerned.

## **4 FAH-3 H-811.7 Utilization of Surplus Local Currency**

*(TL:FMP-5; 6-30-95)*

The provisions of 4 FAM are applicable to allowances chargeable to Department funds.

## **4 FAH-3 H-812 EXPENSES CHARGEABLE TO DEPARTMENT OF STATE ADMINISTRATIVE SUPPORT FUNDS**

### **4 FAH-3 H-812.1 Quarters, Subsistence, and Allowances Overseas**

#### **4 FAH-3 H-812.1-1 Quarters**

*(TL:FMP-5; 6-30-95)*

a. The Department will fund and provide fully furnished U.S. Government-owned or -leased quarters for all single enlisted Marines. Single enlisted Marines within detachments will normally be quartered together in a fully furnished Marine house for which the Department will fund all expenses to include utilities, maintenance, supplies and equipment in accordance with 6 FAM (see 12 FAM 430 ).

b. The Department will provide separate, fully furnished U.S. Government-owned or -leased housing for:

- (1) Detachment Commanders;
- (2) Staff noncommissioned officers in positions designated as Assistant Detachment Commanders in the DS/FPD/MSG authorized Table of Organization;
- (3) Company Commanders; and
- (4) Regional Company Headquarters personnel in the rank of Staff Sergeant and above.

c. All housing for Marine security guard program personnel is provided in accordance with 6 FAM .

#### **4 FAH-3 H-812.1-2 Subsistence**

*(TL:FMP-5; 6-30-95)*

Based upon the Memorandum of Agreement, the Department will provide subsistence in kind for all single enlisted Marines, including those assigned to a regional company headquarters, and married unaccompanied staff noncommissioned officers.

#### **4 FAH-3 H-812.1-3 Allowances**

*(TL:FMP-5; 6-30-95)*

a. Basic Allowance for Quarters (BAQ) is paid by the Department to officers and enlisted personnel without dependents and married personnel with dependents where Government-owned or -leased quarters are not provided (see 12 FAM ). As stated in paragraph 30303 of DODPM, a "second BAQ" may be authorized when Government quarters are not provided to married unaccompanied detachment commanders. Payment of BAQ is as authorized in the DODPM.

b. Basic Allowance for Subsistence (BAS) is paid by the Department to all enlisted personnel without accompanying dependents, when subsistence in kind is not furnished. Payment of BAS is as authorized in the DODPM.

c. A credit of leave rations of enlisted personnel, including single detachment commanders and married unaccompanied detachment commanders is made in lieu of basic allowance for subsistence. All other allowances are credited for the leave period. The Department of State pays leave rations for all authorized leave, including emergency leave in the continental United States when the Marine is returned to post. To substantiate entry of leave in personnel and disbursing records, appropriate certification is made by the post FMO, or designee, on the leave orders upon presentation by the detachment commander after the end of the leave period. It is important to note that when figuring inclusive leave dates for payment and certification, Marine Corps regulations differ from State Department regulations by stating that the date of departure on leave is a day of duty, and the day of return from leave is a day of leave if the Marine returns after 0859. No certification is required on leave orders of married, accompanied detachment commanders as rations in lieu of BAS are payable from Marine Corps regulations.

d. Station Overseas Housing Allowance (OHA) is paid by the Department to all officers and enlisted personnel with or without dependents when quarters are not provided (see 12 FAM and Chapter 9, JFTR, paragraph 9102, and Appendix K.).

e. Station Cost-of-Living Allowance (COLA) is paid by the Department to all unaccompanied enlisted personnel. See Chapter 9, JFTR, paragraph 9100, and Appendix J.

f. Station Temporary Lodging Allowance (TLA) is paid by the Department to each Marine as authorized in Chapter 9, JFTR, paragraph U9200 (see 12 FAM ).

g. Station Interim Housing Allowances (OHAs or TLAs) are paid by the Department to a Marine required to procure non-Government quarters before arrival of dependents according to Chapter 9, JFTR, paragraph U9101 (see 12 FAM ).

## **4 FAH-3 H-812.2 Travel/Transportation Expenses**

*(TL:FMP-5; 6-30-95)*

a. Temporary duty assignments for other than Marine Corps matters (see 4 FAH-3 H-814.4 b ) are chargeable to the Department as directed by Bureau of Diplomatic Security (DS)(see 12 FAM ).

b. Travel, transportation and per diem authorized and necessary under the provisions of 3 FAM for the medical and dental care of Marines, and authorized travel expenses for required attendants are chargeable to the Office of Medical Services (M/MED). This includes required travel and expenses to CONUS (Continental United States). For authorized dependents, only travel and transportation is authorized (no per diem).

c. When the provisions of paragraph b, above, concern obstetrical delivery, the return travel of newborn dependents is chargeable to the post subject to reimbursement from DS/FPD/MSG.

d. Emergency evacuation travel, as described in the Standardized Regulations, Chapter 600, including the transportation of emergency personal effects and allowances for Marines and their dependents while in route to, at, and returning from the temporary location (safe haven) or designated place, is chargeable directly to the Department.

## **4 FAH-3 H-812.3 Miscellaneous Expenses**

*(TL:FMP-5; 6-30-95)*

a. Normally, U.S. Government-owned or -leased quarters are provided for Marine security guards (see 12 FAM and 6 FAM ) which are fully furnished including any utilities, water, and fuel (see 6 FAM ). When this is not possible, housing allowances are authorized and paid as outlined in 4 FAH-3 H-812.1 above.

b. When post-provided transportation is unavailable, post reimburses enlisted personnel for local transportation expenses (see 6 FAM ) necessary to:

- (1) Perform official duties;
- (2) Participate in detachment recreation, or training; or
- (3) Commute between their residence and a duty assignment.

c. Initial installation and basic charges for telephones in Government-held quarters are paid by the post ( 6 FAM ). The use of such telephones is limited to official calls only. The expense of personal calls will be borne by the individual Marine.

## **4 FAH-3 H-812.4 Marine Office Expenses**

*(TL:FMP-5; 6-30-95)*

Expenses related to office space, equipment, furnishings and supplies are paid as provided in 12 FAM .

## **4 FAH-3 H-813 EXPENSES CHARGEABLE TO DEPARTMENT OF NAVY FUNDS**

*(TL:FMP-5; 6-30-95)*

Hospitalization, dental, and medical expenses, other than travel and transportation expenses, of Marine Corps officers and enlisted personnel are charged to Department of Navy funds. Individual Marines arrange medical and dental payments for their own dependents.

## **4 FAH-3 H-814 EXPENSES CHARGEABLE TO MARINE CORPS FUNDS**

### **4 FAH-3 H-814.1 Officer Personnel**

*(TL:FMP-5; 6-30-95)*

All entitlements of Marine Corps officer personnel or their dependents, except for assigned U.S. Government housing and/or quarters allowance, and all other authorized expenses that are chargeable to the Marine Corps.

### **4 FAH-3 H-814.2 Enlisted Personnel**

*(TL:FMP-5; 6-30-95)*

Entitlements of enlisted Marine Corps personnel and their dependents, including basic pay, longevity pay, foreign shore pay, reenlistment bonus, uniform clothing maintenance allowance, and leave rations for detachment commanders with accompanying dependents, basis allowance for subsistence for enlisted Marines accompanied by dependents, tuition costs for dependent minor children and transportation costs of household effects are chargeable to Marine Corps funds in accordance with current Marine Corps directives.

### **4 FAH-3 H-814.3 Station Cost-of-Living Allowances**

*(TL:FMP-5; 6-30-95)*

The Marine Corps will assume the obligation for the payment of COLA as authorized in Chapter 9, JFTR, for all accompanied personnel.

### **4 FAH-3 H-814.4 Travel and Transportation**

*(TL:FMP-5; 6-30-95)*

- a. The following are chargeable directly to the Marine Corps:
  - (1) Travel and transportation expenses for assignment and transfer of enlisted personnel;
  - (2) Travel by Government air to port of entry of the United States for the emergency leave of Marine Corps personnel;
  - (3) All other travel and transportation of dependents, including newborn dependents, except as otherwise funded under the provisions of 4 FAH-3 H-812.2 ;



- (4) All travel for officers and their dependents; and
  - (5) Travel expenses for spouse orientation training (see 12 FAM regarding reimbursement through DS).
- b. Temporary duty and per diem of Marine Security Guards for Marine Corps matters or Regional Company Headquarters personnel for inspections are chargeable to the Department of Defense appropriation "Operation & Maintenance-Marine Corps".

#### **4 FAH-3 H-814.5 Civilian Clothing Allowances**

*(TL:FMP-5; 6-30-95)*

Any allowances for civilian clothing are chargeable to the Marine Corps. The Department, through DS/FPD/MSG, reimburses the Marine Corps at the Headquarters level (see 12 FAM ).

#### **4 FAH-3 H-814.6 Assignment and Transfer Travel**

*(TL:FMP-5; 6-30-95)*

Assignment and transfer travel and transportation expenses of enlisted personnel are chargeable directly to Marine Corps appropriations (The Marine Corps is reimbursed through DS as detailed in 12 FAM ).

### **4 FAH-3 H-815 VOUCHERING PROCEDURES**

#### **4 FAH-3 H-815.1 Department of State Funds**

*(TL:FMP-5; 6-30-95)*

The payment of allowances and expenses chargeable to Department of State funds are vouchered, documented and paid in accordance with 4 FAM 400 .

#### **4 FAH-3 H-815.2 Department of Navy or Marine Corps Funds**

*(TL:FMP-5; 6-30-95)*

Pay, allowances and expenses chargeable to Department of Navy or Marine Corps funds are vouchered in accordance with the Navy Comptroller Manual and JFTR, with responsibility for payment by the Marine Corps.

## **4 FAH-3 H-815.3 Travel Claims**

*(TL:FMP-5; 6-30-95)*

Claims for reimbursement of travel expenses are processed according to 4 FAM 400 and are examined before payment to determine that:

- (1) The expenses incurred and claimed were authorized by the applicable travel authorization and are proper according to the JFTR;
- (2) Specific information on the type and mode of transportation (commercial or Government air, etc.) is provided with complete data related to the transportation requests (TRs) when commercial transportation (TR numbers, value of tickets, etc.) is used;
- (3) The voucher contains a statement whether Government meals or quarters were furnished;
- (4) Unused tickets, transfer orders, etc., for transportation and accommodations are detached from the voucher and processed for refund (see 4 FAM ); and
- (5) Whenever per diem is claimed for delays en route while awaiting air transportation, the claim is supported by a certification by either a MAC officer or an airline official, as appropriate.

## **4 FAH-3 H-816 THROUGH H-819 UNASSIGNED**

## 4 FAH-3 H-811 Exhibit 811.1 MARINE SECURITY GUARD PAYMENTS

PAYMENT AUTHORITY	TYPE PAYMENT	PAYMENT RECIPIENT	FUNDS CITED	PAID BY
<b>PAY &amp; ALLOWANCES: WHEN QUARTERS ARE PROVIDED</b>				
DoDPM	All	All Enlisted (EMs) and Officers w/dependents	USMC	DFAS
<b>PAY &amp; ALLOWANCES: WHEN QUARTERS ARE NOT PROVIDED</b>				
DoDPM	BAQ/OHA	Officers w/dependents	STATE	STATE
DoDPM	BAQ/OHA	Single & Accompanied EMs	STATE	STATE
DoDPM	OHA	Unaccompanied Married EMs	STATE	STATE
<b>SUBSISTENCE IN KIND: WHEN NOT AVAILABLE AND PROVIDED</b>				
DoDPM	BAS	Single & Unaccompanied Married EMs	STATE	STATE
DoDPM	BAS	Officers & Accompanied EMs	USMC	DFAS
<b>OTHER PAY AND ALLOWANCES</b>				
JFTR	COLA	Unaccompanied EMs	STATE	STATE
JFTR	COLA	Officers & Accompanied EMs	USMC	DFAS
NCM	Foreign Shore	All Officers and EMs	USMC	DFAS
NCM	Family Separation	All Officers and EMs	USMC	DFAS
NCM	Imminent Danger	All Officers and EMs	USMC	DFAS
NCM	Uniform Main- tenance	All Officers and EMs	USMC	DFAS
NCM	Uniform/Ancillary Equipment	All Officers and EMs	USMC	DFAS
DoDPM	Dependent Education	All Officers and EMs	DoD	DFAS
<b>MEDICAL AND DENTAL EXPENSES</b>				
NAVMED	When USG/Military Facilities Available	All Officers and EMs	USMC	DFAS
DoD 6010.8	When Not Available	All Officers and EMs	CHAMPUS	
DoD 6010.8	Dependents Medical	All Officers and EMs	CHAMPUS	
DoD 6010.8	Dependents Dental	NONE		
<b>TRAVEL AND TRANSPORTATION</b>				
JFTR	PCS Travel/Trnsp	All Officers and EMs	STATE	DFAS
JFTR	Temporary Lodging	All Officers and EMs	STATE	STATE
DoDPM	Dependent PCS Travel	All Officers and EMs	USMC	DFAS
JFTR	TDY—STATE Ordered	All Officers and EMs	STATE	STATE
JFTR	TDY—USMC			

<b>PAYMENT AUTHORITY</b>	<b>Matters TYPE PAYMENT</b>	<b>All Officers and EMs PAYMENT RECIPIENT</b>	<b>USMC FUNDS CITED</b>	<b>DFAS PAID BY</b>
JFTR	Medical/Dental			
	Travel	All Officers and EMs	STATE	STATE
JFTR	Emergency Leave	All Officers and EMs	USMC	DFAS
SR	Emergency Evacua- tion	All Officers and EMs	STATE	STATE
<b>STATE PROVIDED QUARTERS, MAINTENANCE, UTILITIES, FURNISHINGS FOR:</b>				
- 6 FAM	Detachment Com- manders (HQ SSgts & above)		STATE	STATE
- 6 FAM	Single & Unaccompanied EMs		STATE	STATE
STATE PROVIDED SUBSISTENCE IN KIND, WHEN AVAILABLE FOR:				
- 12 FAM 430	Single & Unaccompanied EMs		STATE	STATE
<b>REIMBURSED TO USMC BY STATE</b>				
DoD 1338	Civilian Clothing for EMs		STATE	DFAS
- 12 FAM 430	Orientation Training of Spouse		STATE	DFAS